

RUSHWICK CE PRIMARY SCHOOL



HEALTH & SAFETY – LOCAL ARRANGEMENTS

LAB Approval:

Date: November 2024

Review Date:

Date: November 2025

Member of Staff Responsible:

Name: David Holley

This policy should be read in conjunction with the DoWMAT Health and Safety at Work Policy

LOCAL ARRANGEMENTS for Rushwick CE Primary School

First Aid

First Aider details are displayed in all communal areas

| Name | Qualification |
|-----------------|---------------------------------------|
| J Ballinger | Combined Emergency First Aid |
| A Banfield | Combined Emergency First Aid |
| K Blakeley | Combined Emergency First Aid |
| L Evans | Combined Emergency First Aid |
| L Harding | Combined Emergency First Aid |
| D Holley | Combined Emergency First Aid |
| R Lammas | Combined Emergency First Aid |
| G Lumley | Combined Emergency First Aid |
| J Macdonald | Combined Emergency First Aid |
| R Marlow | Combined Emergency First Aid |
| T McClory | Paediatric Infant and Child First Aid |
| E Moore | Combined Emergency First Aid |
| G Morgan | Combined Emergency First Aid |
| C Moule | Combined Emergency First Aid |
| J Powell Davies | Combined Emergency First Aid |
| C Richards | Combined Emergency First Aid |
| S Riley | Combined Emergency First Aid |
| K Ryan | Combined Emergency First Aid |
| H Smith | Combined Emergency First Aid |
| L Smith | Combined Emergency First Aid |
| A Stephens | Combined Emergency First Aid |
| M Stickland | Combined Emergency First Aid |
| D Tolladay | Combined Emergency First Aid |
| M Xam | Combined Emergency First Aid |
| S Clarke | Combined Emergency First Aid |

All first aid qualifications are renewed every 3 years in line with guidance. The Headteacher is responsible for maintaining training records and ensuring refresher training takes place. First aids kits are kept in the Hall First Aid Cupboard and Classroom cupboards. Year 4 TA, Hannah Smith, is responsible for restocking these kits. Should it be necessary to summon an ambulance it will be called by a qualified first aider. If a parent or guardian is not available the child/children would be accompanied to the hospital by a qualified first aider or the Head of School.

Outdoor Play Equipment

We have outdoor play equipment in the Reception/Year 1 outdoor area. It is inspected weekly by the site supervisor. Any defects reported to the school office. Annual inspections are carried out by Sports Safe (next 2nd December 2024). Risk assessments are carried out for the use of the equipment and the children made aware of the rules when using it. Children are made aware they should not play on the equipment at the beginning and end of the school day.

Swimming lessons (Public Pool)

Swimming lessons take place at Lower Wick Swimming Pool for children in Years 6, 5 and 4. Swimming is taught by qualified teachers from school and the pool. The operating procedures (including emergency procedures) are put in place by the pool.

School Security

Entrance to school is through a secure entrance. All visitors should report to reception and sign in logging their time of arrival. They should wear the Rushwick CE Primary School lanyards at all times and sign out when they leave. All visitors will be told about Fire Evacuation and Safeguarding procedures upon entry.

Contractors

Contractors arriving at the school will agree health and safety practices with the head of school and administrator before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work and will sign the asbestos register at Rushwick CE Primary. Contractors will wear a yellow visitor lanyard. A letter of assurance will be obtained for all contractors or full supervision will be in place.

Fire

The Fire Marshal at Rushwick CE Primary School is Kate Ryan. Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises are reviewed regularly. The last fire risk assessment was on 5th December 2023, and reviewed by Pal Brom and Caretaker for amendment 21/5/24.

Emergency evacuations are practiced at least once a half term. The fire alarm at Rushwick CE Primary School is a loud continuous bell. Fire alarm testing will be undertaken once a week by the caretaker (who is also a fire warden). New staff will have a full induction to health and safety and fire procedures.

In the event of a fire:

The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately. Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk. Staff and pupils will congregate at the assembly point. These are the playground on the far side near to the top gate (front of school). Class teachers will take a register of pupils, which will then be checked against the attendance register of that day. The administrator will take a register of all staff. Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter. The school has special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities. Details of specific escape routes and who is responsible for assisting them will be in place if needed in a personal emergency evacuation plans (PEEPs).

Lockdown

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- a reported incident/disturbance in the local community (with the potential to pose a risk to staff and students)
- an intruder on the school site (with the potential to pose a risk to staff and students)

- a warning being received regarding a risk occurring locally, such as of air pollution (smoke plume, gas cloud, etc)
- a major fire in the vicinity of one or both of the school site
- the close proximity of a dangerous dog roaming loose

In an internal lockdown a sounder will alert staff. The staff and pupils should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building. Pupils will hide under the tables and the blinds will be shut. Mobile phones should be on silent.

In an external lockdown a sounder, whistles or a gas canister hooter will be blown. Staff escort pupils to the nearest exit and hide in the local vicinity in a safe place e.g. Rushwick Park. Mobile phones should be on silent.

COSHH

Hazardous products will be stored in the cleaning cupboard and will not be accessible to pupils. Risk assessments and data safety sheets will be checked and signed by all staff annually. These are kept in the cleaning cupboard. Staff complete refresher training each year on National College.

Legionella

A water risk assessment has been completed on 26.6.23 by IWS water and planned to take place again in June 2025. The head of school and caretaker is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log record.

Asbestos

At induction staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.

An asbestos file holds the register and latest risk assessment. The latest risk assessment was completed in April 2024 and will be reviewed April 2025.

Electrical equipment

All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely and carry out a visual inspection. A portable appliance test (PAT) will be carried out by a competent person annually – staff should not be using personal equipment in school that is not PAT tested. The last PAT test took place on: 6.11.24 and all electrical products will be retested annually.

PE equipment

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely and carry out a visual inspection before use. Any concerns about the condition of the gym floor or other apparatus will be reported to the head of school and administrator. The PE equipment was last tested on: 17.10.23 and will be tested again: 2.12.24

Display screen equipment

Some staff use computers daily as a significant part of their normal work. For that reason, they have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time. All staff are identified as DSE users and for that reason are entitled to an eyesight test for DSE by a qualified optician (and corrective glasses provided if required specifically for DSE use)

Lone working

Lone working will take place on occasion at Rushwick CE Primary School. Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available. If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return. The lone worker will ensure they are medically fit to work alone.

Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work. The school has stepladders that is inspected regularly by the adult using the ladder and each term when the premises is checked. Pupils at Rushwick CE Primary School are not allowed to use the ladder.

Manual handling

All staff undertake manual training and then again, every three years.